

Process Id# :: 1447
Process Name :: Employee Decision regarding Purchase of Service
Date Last Updated :: 24/07/2019

Description ::

The receipt of written communication from a Civil Servant confirming their wish to purchase service for pension purposes and the approval of the purchase calculations by a Team Lead in Resignations & Retirements.

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB ::

As required under Article 30 (2) of the GDPR ::

Data Stage	Process - 5.2.3a.2 Employee Decision regarding Purchase of Service		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture	1	Retirements receive written confirmation of wish to purchase service	Officer D&RM	Outlook Hardcopy	Personal	Name, PPSN, Address, Case ID
Data Usage	2	Advisor reopens case	Retirements (Preparer)	CMS	Personal	Name, PPSN, Case ID, Service History, Purchase of Service details
Data Storage	3	Advisor adds confirmation to case notes	Retirements (Preparer)	CMS	Personal	Name, PPSN, Address, Case ID
Data Transfer	4	Advisor assigns case to Analyst or Team Lead to recheck calculations	Retirements (Preparer)	CMS	Personal	Name, PPSN, Case ID, Service History, Purchase of Service details
Data Capture	5	Analyst or Team Lead reviews Calculations	Retirements (Analyst)	CMS	Personal	Name, PPSN, Case ID, Service History, Purchase of Service details
Data Transfer	6	Analyst or Team Lead adds note to case confirming 4 Eye and reassigns to Preparer	Retirements (Analyst)	CMS	Personal	Name, PPSN, Case ID, Service History, Purchase of Service details
Data Usage	7	Advisor moves to process 5.2.3a.3	Retirements (Preparer)	CMS	Personal	Name, PPSN, Case ID, Service History, Purchase of Service details